

**Official Record Copy**  
**Office of Personnel**

OP MEMORANDUM NO. 70-1-9

6 October 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Records Administration

REFERENCE:  Records Administration

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RESCISSION: OPM 70-1-7 dated 7 September 1979, same subject

1. The Agency Records Administration Program is administered on a decentralized basis. This memorandum sets forth the principles and responsibilities for such a program in the Office of Personnel.

2. The Records Administration Program in the Office of Personnel includes the following elements:

a. Records Maintenance. The application of procedures, systems, equipment, and supplies designed to simplify and improve maintenance of personnel records, including the review of all requests for equipment which will be used for the storage of such records.

b. Records Disposition. The economical and systematic disposition of personnel records, including their preservation, retention, transfer, protection, and disposal according to approved records control schedules.

c. Vital Records Administration. The timely selection of vital records and their prompt transfer to and secure maintenance in a designated Agency repository in accordance with approved vital records schedules. Vital records are records which are essential to the continued operation of the Office of Personnel in an emergency, and which, if destroyed by enemy action, fire or natural disaster, would constitute a serious or irreplaceable loss.


d. Forms Administration. The analysis, design, and control of those forms, including the revision of current forms, classification/declassification, for which the Office of Personnel is responsible.

3. The Records Administration Officer (RAO/OP), under the supervision of the Chief, Information Division, is responsible for the coordination of the Records Administration Program within the Office of Personnel. In addition, the RAO/OP will maintain liaison with the Records Management Division, Office of Information Services, DDA, as well as other offices of the Agency as required.

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4. Chiefs of Divisions and Staffs are responsible for implementing the disposition instructions as set forth in the records control and vital records schedules for their respective components. (The RAO/OP should be contacted when revisions or amendments to these schedules are deemed necessary.) In addition, Chiefs of Divisions and Staffs are responsible for identifying as vital records those documents developed within their components which would be essential to the reestablishment of Agency personnel operations in the event of disaster.

  
/ James N. Glerum  
Director of Personnel

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